

# Mission, Governance and Administration

Motto: 24 Locations. One Library. Your Connection to the World.

**Vision Statement:** We envision a Tulsa County that:

- works together,
- where all are knowledgeable,
- where everyone is reaching for his or her full potential.

**Mission Statement:** Libraries Change Lives.

1. Promote lifelong learning and literacy in all forms.
2. Contribute to stronger communities.
3. Cultivate engaged employees.

## Value Statements

- **Serving the Community:** We are committed to staying viable, relevant and responsive to our community and their needs. The library is the embodiment of a community's shared resources, and we reflect the diversity of all citizens in our resources, services and staff.
- **Adventure:** We are curious, creative and open-minded, embracing changes that positively affect our colleagues and coworkers. We see occasional failure as an opportunity for growth.
- **Your Inspiration:** We inspire our colleagues to think big, discover their dreams and imagine new possibilities. We foster lifelong learning in our community and among staff at all levels of our organization.
- **Yes!** As employees of TCCL, we endeavor to respond with "YES!" We answer "YES!" when we are confident that our decisions serve the public interest and uphold the library's mission, vision, values and goals. When we are satisfied that a decision will promote a more universally positive user experience across the system, we answer "YES!"
- **Ethics:** We base decisions on the highest standards of professionalism, ethics and personal responsibility, not based on the path of least resistance or self-interest.
- **Stewardship:** Upholding the trust the public places in us, we endeavor to secure, protect and invest the community's shared resources to best serve everyone fairly and equitably. The library will operate sustainably, in terms of its people, its finances and the environment (Triple Bottom-line Sustainability). We will foster a culture of responsibility and community engagement.
- **Fun!** We have fun celebrating our successes in our journey while achieving our goal of being one of the best places to work!
- **Intellectual Freedom:** We support the individual's right to access information by providing a diverse and balanced collection and resisting censorship efforts.
- **Respect:** We treat colleagues and customers with fairness, honesty and civility. We honor and learn from our differences.
- **Safety:** We strive to make TCCL libraries safe and accident-free work and community gathering places. We also are committed to making our libraries bully-free zones; while in our libraries, colleagues and customers are to remain free from harassment and harm.
- **Tomorrow's Leaders:** We promote a positive team culture through growth, learning and mentoring in order to develop future leaders of tomorrow.

## **Fundamental Principles**

As the primary information and resource center for the people of Tulsa County, the Tulsa City-County Library will:

- Build and maintain comprehensive resource collections of enduring value and contemporary interest that represent various points of view.
- Provide effective access to library resources and link individuals with outside sources whenever appropriate.
- Promote the use of library resources, services and programs.
- Respond to customer requests, both internal and external, with professionalism, accuracy and respect.
- Serve as an active participant in the community by promoting library goals and involving citizens in the activities of the library.
- Act as a catalyst and open forum for the exchange of information and discussion of ideas.
- Maintain attractive facilities that are conducive to learning, exploring, enjoying and using library materials.
- Practice responsible management, fiscal prudence, public accountability and ethical conduct.

In conjunction with these principles, we adhere to the Library Bill of Rights (1996), Libraries: An American Value (1999), Freedom to Read (1991), Freedom to View Statement (1991), and Code of Ethics (2008) adopted and/or endorsed by the American Library Association Council to form the basic structure of the Tulsa City-County Library policies and philosophy. (See Appendix.)

## **Governance of the Library System**

The Tulsa City-County Library is governed by the provisions of the City-County Library Act, 65 O.S. 151-185.

### **Library Commission**

The members of the Tulsa City-County Library Commission consist of:

- Mayor of Tulsa
- Chairman of the Board of County Commissioners
- 6 appointed by the Mayor of Tulsa
- 3 appointed by the Board of County Commissioners (one from each district)

The three-year terms of these nine members are staggered; three expiring each year. In addition, the Mayor of Tulsa and the Chairman of the Board of County Commissioners are voting members of the Library Commission.

The responsibilities of the Library Commission are as follows:

- Oversees the operation of the library including appointment and salary of the Chief Executive Officer (CEO)
- Establishes system-wide policies and regulations, personnel policies and hours of service.
- Administers the expenditures of funds; accepts gifts; and acquires land, constructs and maintains buildings.

The Commission meets regularly on the third Thursday of each month at noon at a library location.

## **Policy on Public Comments at Regular Commission Meetings**

### **Purpose**

To provide for citizens' comments at Commission meetings in accordance with state law and the Oklahoma Open Meeting Act.

### **Meetings**

Tulsa City-County Library Commission (the "Commission") meetings are held to transact the business of the Tulsa City-County Library ("TCCL"). All meetings of the Commission will be open to the public (except for executive sessions authorized by law). All meetings will be held at a branch location of the TCCL to be specified in the agenda posted for each meeting unless the Commission votes to change the meeting place and gives the public adequate notice of such a change as defined by law. It will be the duty of the Chief Executive Officer or designee to notify Commission members of regular, special, or emergency meetings.

### **Public Comments at Commission Meetings**

Citizens are encouraged to attend regularly scheduled meetings of the Commission. Citizens may comment concerning the Commission's deliberations and relevant issues of interest/concern pertaining to TCCL which reasonably relate to library operations.

Public comment will not be permitted at special meetings of the Commission unless the meeting is declared to be a public hearing for that purpose.

The Commission's Chairman may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy. The Commission's Chairman may also, after a warning, preclude an individual speaker from addressing the Commission on any other agenda item at that meeting and/or at the next regular meeting of the Commission for violation of the guidelines set out by this policy. The Commission Chairman may determine the total number of persons allowed to speak on each item.

### **Public Comment Guidelines**

No person will be allowed to speak regarding the following:

- An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein the TCCL, employee(s) or the Commission is a party;
- A pending grievance of any kind;
- A pending employee complaint filed with the TCCL or an outside agency;
- A complaint against individual employee(s); and
- An employee disciplinary action including suspension or termination.

The individual dignity of Commission members, TCCL employees and members of the public must be respected by all speakers. Commission members, employees and members of the public will not be subjected to verbal abuse.

Public comment may take one of two forms:

- (a) Comment concerning items that are on the current agenda; OR
- (b) Comment concerning issues not on the current agenda.

Procedures and rules for such comments are set out below.

A total time limit of five (5) minutes will apply to each speaker during a meeting regardless of the number of subjects on which the individual requests to speak.

A maximum of fifteen (15) minutes will be allotted for public comment at any single Commission meeting.

### **Public Comments concerning items on an agenda**

Citizens may comment on any agenda items appearing on a Commission meeting agenda. Individuals wishing to speak about agenda items are required to sign up with the Commission Chairman *prior* to the conclusion of the Chief Executive Officer's report contained on the agenda. The chairman will remind those wishing to address the Commission on any agenda item, to sign up with the minutes clerk prior to the conclusion of the Chief Executive Officer's report contained on the agenda. Each speaker will have 3 minutes to speak.

Each individual signing up to speak must personally complete a form listing their name and contact information and the agenda item they wish to address.

Each speaker will be called when the agenda item about which they wish to comment is to be considered by the Commission and will be called in the order in which they signed up to speak.

### **Public Comments Concerning Items not on an agenda**

The agenda for each regularly scheduled meeting of the Commission will include an item designated "Citizens' Comments." The "Citizens' Comments" portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda. This portion of the agenda is reserved to provide citizens an opportunity to address the Commission on issues affecting the TCCL and is not intended to provide a forum for commercial, political or similar topics.

An individual wishing to comment during this portion of a meeting must submit a written request on a form prescribed by the TCCL seven (7) calendar days in advance of the scheduled meeting. The request must be made in writing and submitted to the Chief Executive Officer of the TCCL. The request *may* be submitted by using the "Request to Speak" form available online at the TCCL's website <http://www.tulsalibrary.org> or from the office of the Commission's Chief Executive Officer prior to each meeting.

Generic topics will not be accepted. The subject listed on the request form must be brief but specific enough to satisfy posting requirements under state law. The subject should be worded so an ordinary individual may understand what the subject is about. The subject language submitted by the citizen will be reviewed and approved or disapproved by the attorney for the Commission. Individuals will also indicate on the form if they are speaking on their own behalf or on behalf of a group. Speakers will be notified regarding approval or disapproval of their request.

Adopted: September 15, 2011

### **Relationship of the Library to the City and County**

The relationship of the Tulsa City-County Library to the government of Tulsa County and to the various city governments of the cities and towns is spelled out in the State Law 65, O.S., paragraphs 151-161, and in the contract negotiated between the City of Tulsa and the Board of County Commissioners approved June 5, 1961. Funds are appropriated by the County Excise Board.

### **Relationship to the Oklahoma Department of Libraries**

The Oklahoma Department of Libraries serves in an advisory capacity to the Tulsa City-County Library. The library reports annually to the State Department of Libraries in the form of a comprehensive statistical report and audit.

## **Organization and Administration of the Library**

### **Chief Executive Officer**

- Administers the library according to the policies established by the Library Commission.
- Presents policy matters requiring Commission action to the Library Commission.
- Plans, directs, coordinates and supervises all activities of the library.
- Authorizes the expenditures of all funds, and has full responsibility for developing the library program and for maintaining professional standards, always striving to attain the objectives of the Library.
- Works closely with the Communications and Trust Directors to enhance the library image and augment library funding.
- Appoints members to an administrative and/or leadership teams based on the needs of the organization. These team members act as advisors and work to seek solutions to operational issues and concerns.
- The CEO or designee appoints standing committees who work together to achieve goals as determined by the CEO.

### **Participatory Management**

The library functions under the principles of participatory management. This management process is consultative in nature, involves staff and, when appropriate, the Commissioners and the public, in making decisions that will improve library service or solve library problems by utilizing the ideas of those affected or concerned.

### **Strategic Planning**

Library Leadership has determined the following 6 (six) steps involved in the strategic planning Process.

1. Assess
2. Organize
3. Develop
4. Implement
5. Track
6. Evaluate

### **Financial Support of the Library System**

Funds raised by any group (i.e. Library Friends groups, the Tulsa Library Trust, etc.) in the name of the library must be used to further the mission of the library.

### **Ad Valorem Tax Levy**

A continuing levy of 5.2 mills on the assessed valuation of property in Tulsa County is the principle source of library revenue. According to Oklahoma Constitution, Article 10, Section 10A: "The special annual recurring ad valorem tax levy for each such county shall be not less than one (1) mill nor more than six (6) mill on the dollar of the assessed valuation of all taxable property in the county." The levy amount is set by a countywide election with a simple majority determining the outcome.

### **Bond Funding**

Citizens can elect to temporarily raise ad valorem taxes in order to meet bond payments. This fund-raising mechanism must be used for capital expenditures such as building construction, purchases of land, books, computers, furniture, etc. Bond packages are determined by a super majority in a county election vote.

### **Other Revenue**

**All fines and fees, gifts, miscellaneous receipts, reimbursements and proceeds from fee based services such as copiers and parking are available for library expenditure without fiscal year limitations.**

### **Tulsa Library Trust**

Contributions and pledges from businesses, foundations, community groups and individuals are welcomed in the form of cash, property, stocks and bonds; memorials honoring friends or relatives; bequests in wills, etc. The Tulsa Library Trust was established in 1972 to receive and administer endowments to and for the benefit of the library. Citizens serve as the Board of Trustees for the Tulsa Library Trust. Whenever the office of a Trustee becomes vacant, a majority of the remaining Trustees may appoint a replacement.

### **State Funding**

Tulsa City-County Library receives state aid to public libraries from the Oklahoma Department of Libraries based on a per capita formula and the total appropriated by the legislature. It is used for purposes as determined by the library each year. Oklahoma Department of Libraries also makes available various grants for which Tulsa City-County Library may apply for special projects.